

**25—1.3(175) Public participation in open meetings.** The public shall have an opportunity to present their views at board meetings.

**1.3(1)** Members of the public who wish to present their views at a board meeting shall contact the executive director in writing. Requests shall outline the subject to be addressed at the meeting.

**1.3(2)** A presentation shall be placed on the agenda of a board meeting if the request is received by the executive director at least one week prior to that meeting. Requests received by the executive director less than one week prior to a board meeting shall be deferred to the following meeting.

**1.3(3)** At the board meeting, ten minutes shall generally be scheduled for each presentation. At the discretion of the board, more time may be allowed.

**1.3(4)** The executive director, or a designee, shall notify the requesting party of the exact time and place for the presentation before the board. This notification shall be by telephone call, and followed up by a confirming letter.

**1.3(5)** On the date of the board presentation, each person scheduled to make a presentation, or each member of a delegation, shall sign a registration sheet located at the reception desk.

**1.3(6)** In addition to the above, a 30-minute public forum shall be scheduled on the agenda of each regularly scheduled meeting to allow the public an opportunity to address the board on issues related to the board's responsibility. Time for individual presentations during the public forum may be allocated by the executive director to give all those wishing to speak the opportunity to do so.

This rule is intended to implement Iowa Code sections 17A.3, 21.3, 21.5, 21.7, and 21.8 and Iowa Code chapter 175.